

Mail Count Tip Sheet

1. Letter Size	2. Sector Segment	3. DPS	4. Flats	5. DPS Flats	6. Parcels	7. Boxholder	8. Accout. Sig Req	7. Customs, COD	10. Postage Due
18 =1 min	22.5=1 min	33.3=1 min	10=1min	27=1 min	2=1 min	25=1 min	1= 4 min 28s	1=5min 58s	Rounded
6 1/8 wide or less * 3/8 or less thick*Letters, cards, etc* Detached cards with specific address*Do not include acct.* Include MMM mail from DPS*	Must be run on machine* 6 1/8 or less* SS scheme must be in place 30 days prior* Do not include Acct.	EOR used* 6 1/8 or less * MMM is not deducted* Multiple Runs- Only 1 DPS-2 <sup>nd</sup> run counted as Sec. Seg	Label Orientation is relevant* Non rigid cased with other mail* CD in mag is usually a Flat	TEMPORARY	Rigid article exceeds 5"h, 18"L, 1 9/16 width* Directs=1 parcel* Credit for 2 <sup>nd</sup> delivery* Addressed samples* PD parcel-credit here and Col.10	All simplified address* Must not exceed number of families or boxes* Samples w/out specific addresses	Anything that requires a signature* Include acct. found in DPS		Bundles=1 * Postage Due Parcel- Credit here and under Column 6
11. COA	12. 3982 Label	13. Mark Ups	14. PS Form 3821	15. Non Sig Scans	16. Loading	17. Column R	18 Dismounts	19. Dis. Distance	20. Letters/FI collected
1= 2 min	1=15 sec	4=1 min	1=2 min	1=18 sec	Actual	Actual	10=1 min	352ft=1 min	25=1min
If management requires processing of COA (Form 3575)* PS Form 3575z( Employee Generated)* PS Form 3546 (COA change or correction)	Triggers credit* No double credit (Col. 11 and 12)* Carrier sticks yellow label on pink card	All markups bundle credit EXCEPT- Deceased, No Record, Corrections, Bullseye, Barcodes marked out, etc.	1 per COD delivered* Can have double credit for intermediate office* States in PO603 must be completed	All scans not requiring signature* Deliver confirmation* SCAN form* Non Signature Insured*	Parcels should not be curtailed to avoid 2 <sup>nd</sup> trips* Ends when hamper returned to designated location.	CLICK HERE * FOR TYPICAL COLUMN R ENTRIES Scanner, Del. Confirmation, PARS labels, Carrier Pick Up NO LONGER ENTERED IN COLUMN R	Number of dismount events daily	Distance traveled during dismount	Do not break bundles* Do not include mail collected from NDCBU* If more than 2 separations-extra time in Column R* Parcels coll. Under 2 pds
21. Carrier PU Request	22. Carrier PU Items	23. Parcels Accept	24. Reg/Cert Accept	25. Money Orders	26. Return Receipt	27. Lock Pouch	28. Reserved	29. Waiting time	30. Counting Time
90 sec ea	9 sec ea.	1=4 min	1=2min	1=3.5 min	4=1min	Weight		Actual	Actual
Officially submitted through internet* Even if no parcels left- Carrier still gets CPU event credit	Include only Priority, Express and International* Ordinary parcels in Col. 4 or 6 depending on criteria	Parcels that require the carrier to weight, rate and affix postage* Over 2 pds for prepaid postage (exclude CPU)	If carrier, affixes postage, postmarks receipt, issues receipt, etc- May involve help from a clerk	Verified by Supervisor Daily	L Routes Only	Daily weight rounded to nearest whole number		Time spent waiting for mail	Time carrier spends counting and verifying mail